

2012 Summer Reading Teen Volunteer Program

"Dream Big - Read!"

If you enjoy working with children and adults, will be at least 14 years old by June 1, 2012, and are willing to volunteer for a minimum of 2- 4 hours per week during the summer, consider our Teen Volunteer Program.

- **April 30, 2012** -Teen Volunteer applications and schedule worksheet will be available in the Youth Services Department or by clicking on the links to the printable PDF files at the Torrance Public Library website.
- Please use the Teen Volunteer Weekly Schedule worksheet and indicate only those shifts you wish to be considered for. We would like for you to volunteer the same day and time each week in one or two 2 hour shifts. There are opportunities for more hours, as you can sign up for special events.
- **Please do not apply if you plan on being on vacation during June 18-July 28 if it means missing your assigned shift.**
- **May 14, 2012**—Deadline for returning completed Volunteer application. (Must be returned to the Youth Services Librarian no later than 6:00 p.m.). **No applications will be accepted after this date.** Please make sure you submit:
 1. Your application, filled out completely and signed by both you and a parent or guardian.
 2. Your schedule worksheet indicating your availability.
 3. Our Volunteer "Code of Ethics" signed by both you and a parent or guardian.

You will be notified by email or phone if you are selected for the interview process.

- **May 23—May 24, 2012**—Interviews will be held in the Youth Services Department. We will ask that you check in at the Youth Services Reference Desk and we will accompany you to the Interview Room. Please indicate on your application the best time to interview you.
- **May 28, 2012**— Teens selected will be notified by email, by phone, if e-mail is not provided. Please check your e-mail regularly as this will be our primary means of communication with you.
- **June 12 or 16, 2012** – All teens selected to volunteer this summer will be required to attend an orientation on Saturday, June 16 at 10:30 am or Tuesday, June 12 at 6:30 pm. Please indicate on your application which orientation date will work best for you.